

01/30/2019

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposals and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and [sign and return this addendum with your proposal response](#).

**City of Raleigh / Wake County
Combined Request for Proposals for Homeless Services
For Fiscal years 2019-20 and 2020-21**

Questions and Answers

1. **Question:** One question that I have is from Section 1 of the Scorecard about Outreach Plans.

Specifically, these questions seem a contradiction to the community expectations of CE as a source for connection with clients. At the very least it's confusing to have it included as an item worth points for all applicants not just those seeking SO funding. From a program perspective, shelters and RRH providers aren't conducting outreach and advertising services throughout the community. We get from Access Sites and other partner orgs by way of Coordinated Entry.

Outreach plan: 1

Briefly describe your program's Outreach Plan to chronically homeless and unengaged persons. Reference your Project's written Policies & Procedures Manual. **BE BRIEF: no more than 300 words**

Outreach plan: 2

Describe how your program will be advertised throughout the community and readily available to those who need it most. Reference your Project's written Policies & Procedures Manual. **BE BRIEF: no more than 300 words**

Answer: Funded agencies are required to accept only referrals for Coordinated Entry. Persons who have been prioritized for referral may likely be chronically homeless and unengaged in services. Applicants should describe their outreach activities as it relates to serving those persons referred. The funders understand in the case of non-street outreach activities the marketing will not specifically be directed to clientele; as such non-street outreach applicants should address their response more broadly as to how their agencies markets their services.

2. **Question:** If we are awarded Rapid Re-Housing funds and we own rental property, can we use those funds to provide rental assistance in our own units?

Answer: No. The regulations for ESG prohibit a subrecipient of ESG entitlement funds from using those funds to pay for rent for a client the subrecipient did the initial evaluation for. So, the answer is no, you could not use funds from your contract for RRH to pay for rent for rent at a unit you own. 2

§ 576.404 Conflicts of interest.

(a)Organizational conflicts of interest. The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of [emergency shelter](#) or housing owned by the [recipient](#), the [subrecipient](#), or a parent or subsidiary of the [subrecipient](#). **No subrecipient may, with respect to individuals or families occupying housing owned by the subrecipient, or any parent or subsidiary of the subrecipient, carry out the initial evaluation required under § 576.401** or administer homelessness prevention assistance under **§ 576.103**. [Recipients](#) and [sub recipients](#) must also maintain written standards of conduct covering organizational conflicts of interest required under [2 CFR 200.318](#).

3. Question: You say that staff costs can only include “direct” services or case management to our clients. How do we account for the time it takes case managers to write case notes? Can that be included as eligible?

Answer: All costs that are directly performed on or behalf of a specific client are considered direct services, inclusive of documentation.

4. Question: Can we use State ESG as match?

Answer: No.

5. Question: Can we use other City funds as match, such as the Human Services funding?

Answer: Yes. Other sources of City funding, including Human Services funding, can be used as match.

6. Question: If our bylaws permit, will you accept documentation of an email vote by our Board of Directors supporting this application, instead of Board Meeting minutes?

Answer: Yes. A documented electronic vote of the Board or Board Executive Committee will suffice as documentation of Board support for the application

All other requirements, scope of services, and terms and conditions remain as required in the initial RFP #274-01162019

Sign below and return this addendum with your proposal/bid response.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____